

State of Nevada DCFS: State Juvenile Correctional Facilities

Version Date: 2/28/2014

2007073 Juvenile Correctional Facility Case Files

Reviewed: 09/12/2007

Description: These records document the detention and activities of individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities. The files may include but are not limited to: Personal Identifying Information (including social security card, driver's license, birth certificate, etc.); Summary report from Juvenile Court system (NRS 63.400); Screening documentation (NRS 62E.513); DCFS investigation and recommendation documentation (NRS 62E.520); Medical (physical) report (NRS 62E.530 & 63.420); Education and training documentation; Placement documentation (including transfers to other state, public, private and out of state facilities); Related correspondence and similar documentation.

Retention: Retain these records for a period of fifty (50) calendar years from the twenty-first birthday of the individual.

Disposition: Destroy Securely

2007074 Juvenile Correctional Facility Medical Case Files

Reviewed: 01/13/2010

Description: These records document the physical, dental and mental health care of individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities. This does not include first aid records (See General Records Retention and Disposition Schedules). The files may include but are not limited to: Copies of health care records (See NRS 629.021); Related correspondence and similar documentation.

Retention: Retain these records until the individual attains the age of 23, or 6 years from the date of receipt or production of the record, whichever is later.

Disposition: Destroy Securely

2007075 Juvenile Correctional Facility Trust Account Files

Reviewed: 09/12/2007

Description: These records document the trust account for money and/or valuables held in trust for individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities (See NRS 63340). The files may include but are not limited to: Accounting records documenting the receipt, deposit and disbursement of money; Lists describing personal valuables received and maintained by DCFFS (including documents, physical items, etc.); Related correspondence and similar documentation.

Retention: Retain these records for a period of six (6) calendar years from the release of the individual.

Disposition: Destroy Securely